Chapter 6A. Renumbering Sibling Projects

Renumbering a sibling project must be done when the original in-house project has terminated and/or a new project number is issued or changed. Sibling projects include Trusts (T), Reimbursables (R), Specific Cooperative Agreements (S), Contracts (C), Grants (G), and General Cooperative Agreements (A). Renumbering sibling projects should be done soon after the new inhouse project is established or inhouse project number has changed.

Renumbering a sibling project requires the following steps:

1. Find Next Available Project Number - R, T, S, C, G (under the new inhouse project number). (Follow steps in Chapter 6)
2. Create a Work Record from Active 416/417 Records
3. Modify 416/417 and the 550 or 425 in the "Work" file

Once it has been determined what the next available project number is, a work record needs to be created for the projects to be modified.

To create a work record from the Active file, do a query for the project(s) that need to be renumbered (see Chapter 1). Once the listing based on your query is displayed, mark the project(s). Then click on "Action" on the toolbar, and click on "create work record." The system will prompt you to make sure you want to create a work record. Click on "yes."

Once the work record(s) for the project(s) to be renumbered has been created, exit the Active file and go to your Work file.

416 Required Modifications:

Once you enter your work file, the remarks and project number on the 416 must be modified. The reason for the current action must be stated in the Remarks section. (Ex. Renumbered from 1235-52000-001-01T to agree with new In-house project.)

425 Required Modifications:

If the project is a Reimbursable or Trust, the 425 must also be modified. From the List Screen (fig. 1), mark the project to be modified, then click on "Forms" on the Toolbar and then "425 data." The 425 will be displayed.
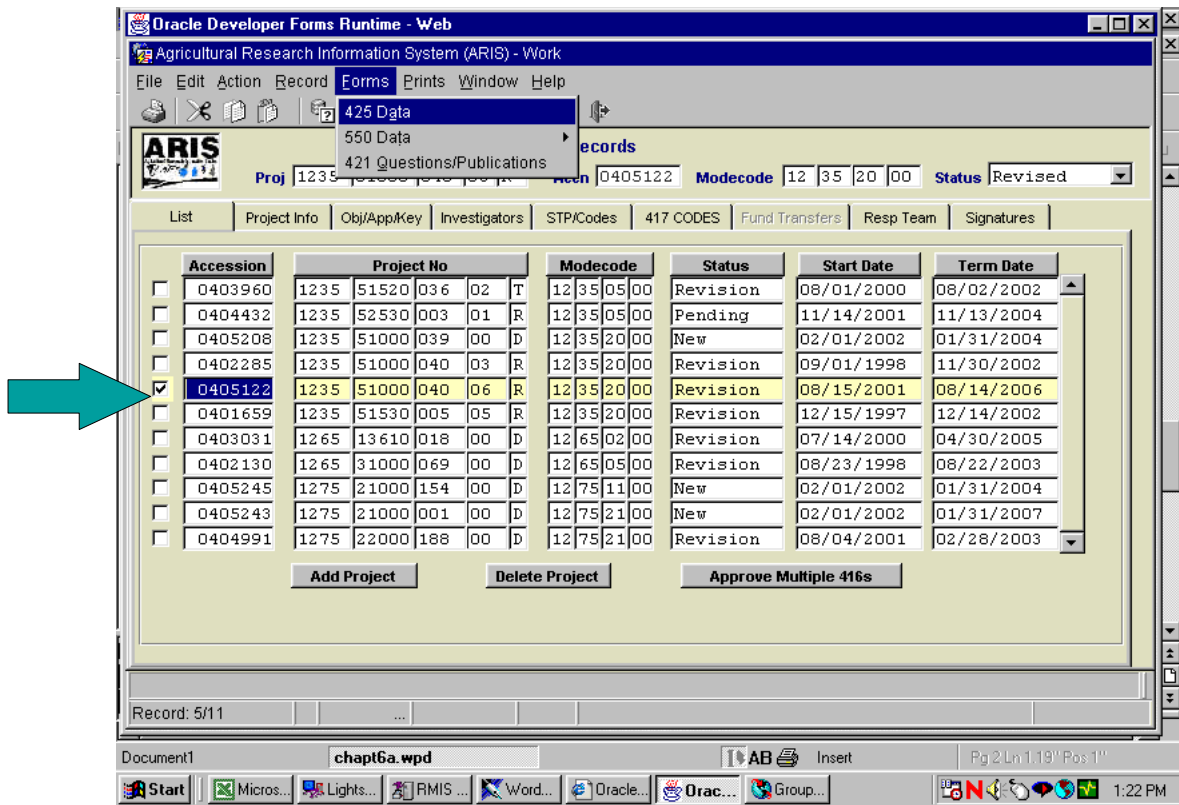
(Fig. 1 - Work File - List Screen)

From the 425 Project Info screen (fig. 2), click on the Org/Inhouse Tab and the Performing Organization and Inhouse information will be displayed (fig. 3). At the bottom of the screen is the inhouse information. Click on the "?" next to the inhouse project number, to view/search a listing of active inhouse projects. Choose the appropriate project and click on "ok." (See Chapter 1 for searching instructions).

(Fig. 2 - Project Information Screen)

When you click on the "?", a prompt will be displayed saying "Changing the inhouse project could result in reselection of Commodity and STP Codes!!

(Fig. 3 - Org/Inhouse Screen)

Once you have selected the appropriate inhouse project, click on STP/SOI to make sure that the STP and SOI codes are still accurate. The system will prompt you to save the changes. If okay, click on Save and the STP/SOI screen will be displayed. If the coding is incorrect, it should be modified accordingly. (See Chapter 4__).

550 Required Modifications:

If the project is a Specific Cooperative Agreement (S), General Cooperative Agreement (A), or a Grant (G), the 550 must also be modified.

The "Related Inhouse Project" must be modified to indicate the new inhouse project. From the List Screen, mark the project to be modified, then click on "Forms" and "550 Data" and "Display/Modify 550 Data" from the toolbar (fig. 4). The 550 will be displayed.
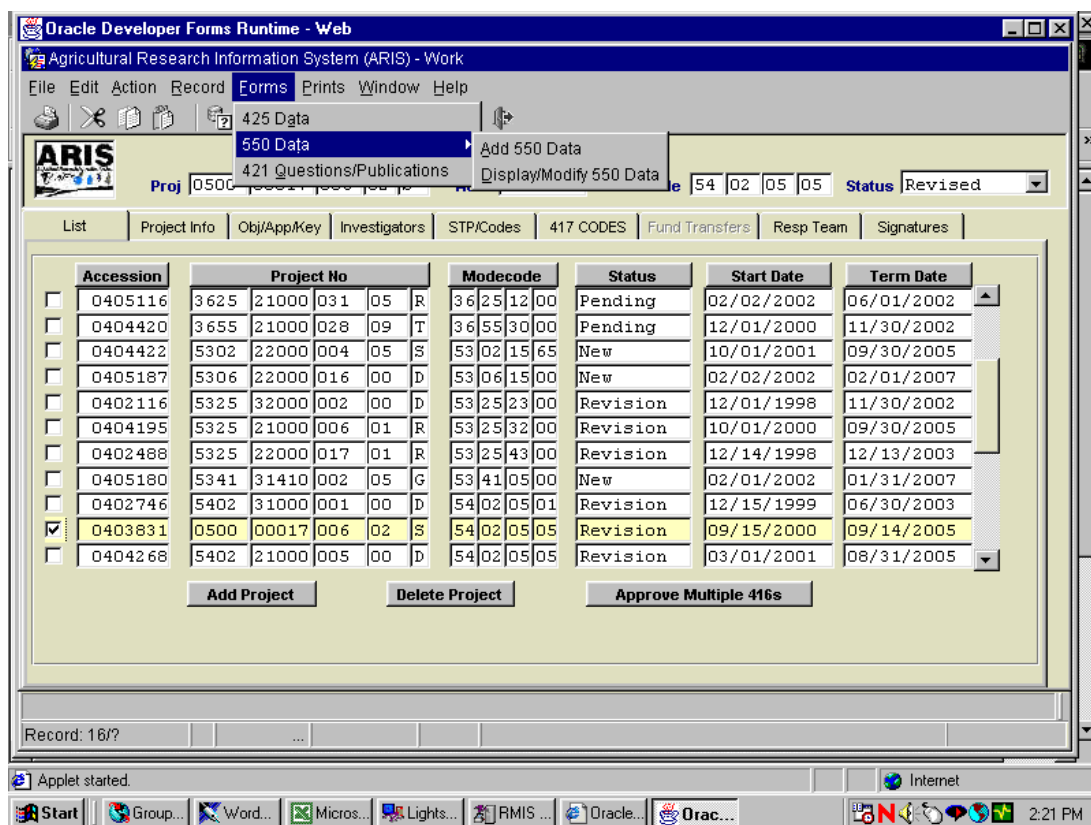
(Fig. 4 - Work - List Screen)

Click on the "?" next to the Project Number at the bottom of the screen to display a listing of active inhouse project numbers or to search for the correct project number. Once the new project number is displayed, click on "OK" and the system will insert the new project number on the 550 as well as the title of the project and accession number. The related inhouse project should always be a "D" project.

(Fig. 5 - 550A Project Information Screen)

Once the new related inhouse project number is inserted on the 550, return to the List screen, by clicking on the "exit" icon.

If the project number change was the only modification, you can now approve the record. Follow your Area approval process.

NOTE: In the future, there will be modifications in ARIS in order to allow you to obtain a listing of all projects required to be renumbered. Stay tuned for more to come.